

TM-4 APPROVER COURSE

USING NASA’S TRAVEL MANAGER SYSTEM

APPROVE AN AUTHORIZATION

This document covers the steps to approve an authorization.

Trip Information

Traveler is not authorized as a cardholder.

Lodging includes actual costs for lodging that are higher than the Per Diem allocation.

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A. REVIEW DOCUMENTS

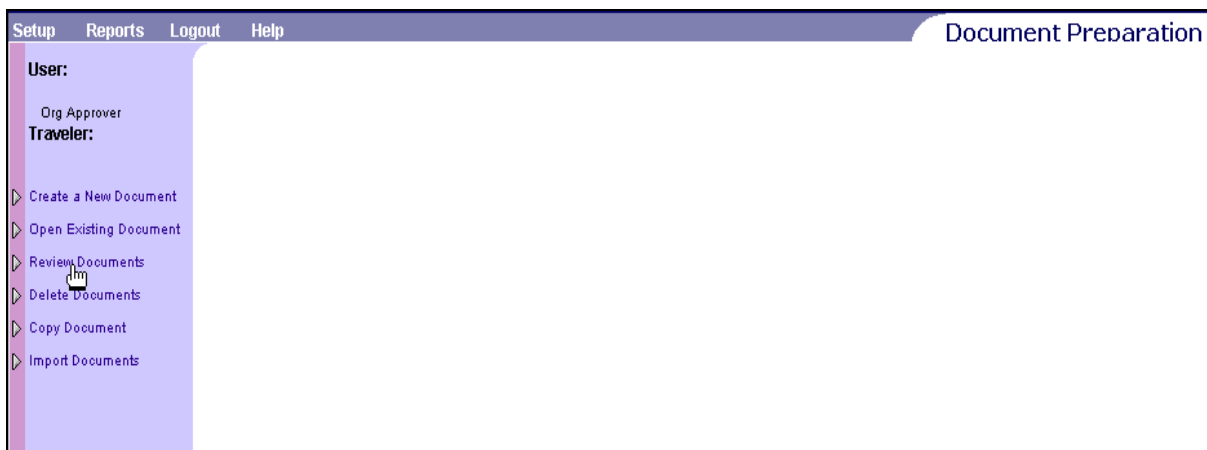
The Approver will receive an e-mail message that a document needs attention in the Travel Manager system. The e-mail will contain the name of the document and the name of the Traveler.

NOTE

The approval path is determined by the “funding organization”. The Approver may receive approval requests for documents of travelers from other organizations.

The approver logs onto the Travel Manager system. The following page will be displayed. Make sure your name is displayed in the top left hand corner under the word **User:**

1. Click the **Review Documents** link on the Document Processing Toolbar on the left side of the page.



- The **Review Document** page is displayed with a list of all documents that need to be reviewed.

Review Document

Quick Tip
These are documents awaiting your action. Select your search criteria then select the document you want to review.

Enter Search Criteria


Document Type:

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
Authorization	24-DD071502DT1	08/15/02	TRAVELER2, D1			
Authorization	24-BD071502DT	07/15/02	TRAVELER2, D1			
Authorization	24-XX071502DT	07/15/02	TRAVELER2, D1			
Authorization	24-AC051302CT-1	05/13/02	TRAVELER, CHRIS			
Authorization	24-AD051302DT-1	05/13/02	TRAVELER, DAVE			
Authorization	24-AE051302ET-1	05/13/02	TRAVELER, ETHAN			
Authorization	24-AF051302FT-1	05/13/02	TRAVELER, FRANK			
Authorization	24-AG051302GT-1	05/13/02	TRAVELER, GEORGE			
Authorization	24-AJ051302JT-1	05/13/02	TRAVELER, JOE			
Authorization	24-AK051302KT-1	05/13/02	TRAVELER, KEN			
Authorization	24-AL051302LT-1	05/13/02	TRAVELER, LEN			
Authorization	24-AE032602ET	03/26/02	APPROVER, ELLEN			
Authorization	24-AC032602CP	03/26/02	TRAVELER, CHRIS			
Authorization	24-AD032602DP	03/26/02	TRAVELER, DAVE			
Authorization	24-AF032602FT	03/26/02	TRAVELER, FRANK			
Authorization	24-AG032602LT	03/26/02	TRAVELER, GEORGE			
Authorization	24-AJ032602JT	03/26/02	TRAVELER, JANE			
Authorization	24-AK032602KT	03/26/02	TRAVELER, KEN			
Authorization	24-AL032602LT	03/26/02	TRAVELER, LEN			
Authorization	24-AP032602PPT	03/26/02	TRAVELER, PAM			

- The type of document to approve can be specified by making the appropriate selection in the **Document Type** drop down list. Only documents of that type will be displayed for review. “All” is the Document Type default.

NOTE

All documents are listed in order by departure date. The departure dates are displayed in reverse chronological order by document type.

- Click the **Open Document** icon  next to a Travel Authorization Document Name listed. The **Open Document Signature** page will be displayed for the document selected.

Open Document Signature



Quick Tip
The Signature PIN is case sensitive!

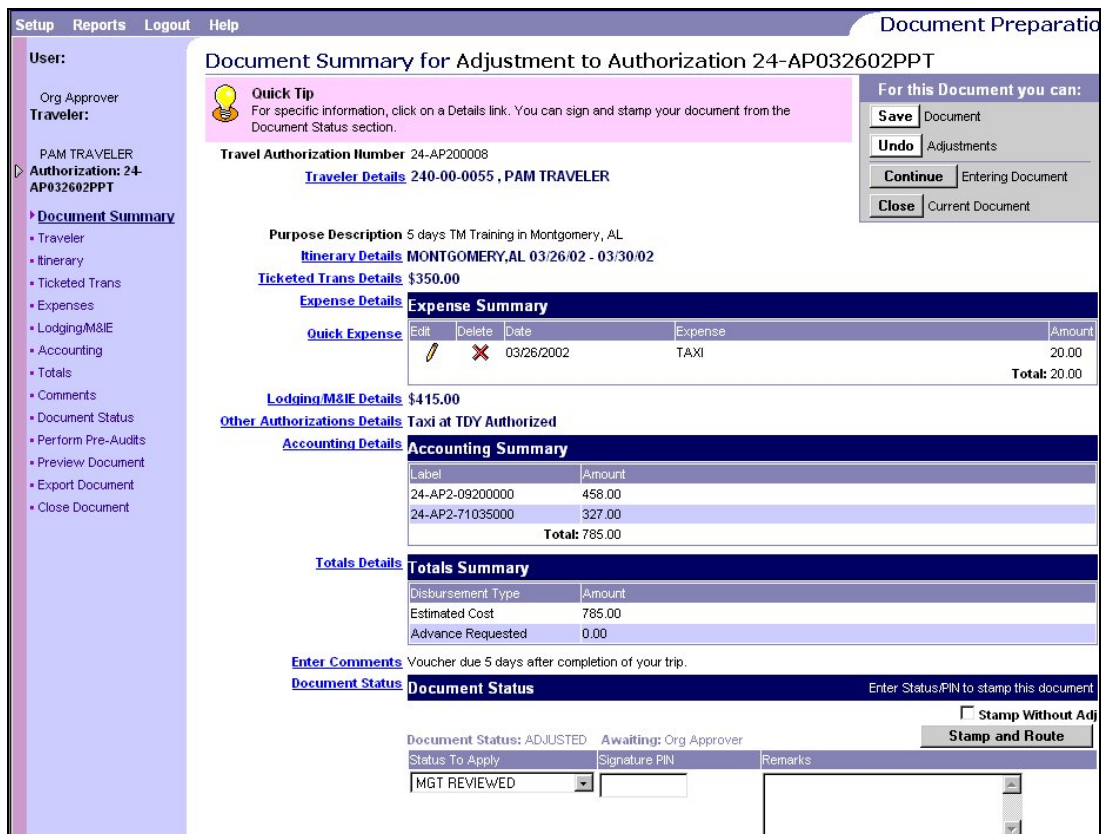
Signature for Adjustment:

For this Document you can:

to Review Document

Document as View Only

5. The document can be opened for adjustment/signing by entering the signature of the user opening the document or it can be viewed without adjustment by clicking the  **Document as View Only** button in the 'For this Document you can:' area in the top right. (No signature is required for view only.)
6. Enter the **Signature PIN** in the **Signature for Adjustment** field.
7. Click the  **to Review Document** button in the 'For this Document you can:' area in the top right. The **Document Summary for Adjustment to Travel Authorizations** page is displayed for the selected document.



Document Summary for Adjustment to Authorization 24-AP032602PPT

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number 24-AP200008
[Traveler Details](#) 240-00-0055, PAM TRAVELER

Purpose Description 5 days TM Training in Montgomery, AL
[Itinerary Details](#) MONTGOMERY, AL 03/26/02 - 03/30/02

Ticketed Trans Details \$350.00
[Expense Details](#)

Expense Summary

Edit	Delete	Date	Expense	Amount
		03/26/2002	TAXI	20.00
				Total: 20.00

Lodging/M&IE Details \$415.00
[Other Authorizations Details](#) Taxi at TDY Authorized

Accounting Summary

Label	Amount
24-AP2-09200000	458.00
24-AP2-71035000	327.00
Total: 785.00	

Totals Summary

Disbursement Type	Amount
Estimated Cost	785.00
Advance Requested	0.00

[Enter Comments](#) Voucher due 5 days after completion of your trip.

[Document Status](#) **Document Status** Enter Status/PIN to stamp this document

☐ Stamp Without Adj

Stamp and Route

Document Status: ADJUSTED Awaiting: Org Approver

Status To Apply	Signature PIN	Remarks
MGT REVIEWED		

8. The **Document Summary for Adjustment to Travel Authorizations** page summarizes the information on the travel authorization. Use the scroll bar to the right to view the information at the bottom of the page. All of the data entered can be viewed in detail from this page by selecting the appropriate detail, along the left of the summary information. To return to this page after viewing any other page, click on the **Document Summary** link on the Document Processing Toolbar on the left side of the page.

B. DOCUMENT STATUS

1. Click on the **Document Status** link on the Document Processing Toolbar on the left side of the page. The **Status** page is displayed.

Document Preparation

User:
Org Approver
Traveler:
PAM TRAVELER
Authorization: 24-AP032602PPT

Quick Tip
The Signature PIN is case sensitive!

For this Document you can:
 and Submit Document
 Go To Adjustments

Status to Apply: MGT REVIEWED

Signature PIN:

Remarks:

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Org Approver	MGT REVIEWED	30
CTR DIRECTOR	MGT APPROVED	35
Travel OfficeDesk	AUDIT	40
Travel OfficeFin1	APPROVED	45

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/30/02 1:23PM EST	CREATED	PAULA PREPARER	
07/30/02 1:28PM EST	SIGNED	PAULA PREPARER	
07/30/02 1:34PM EST	ADJUSTED	Org Approver	

2. For the approvers that have multiple signing values, check the default status value in the **Status to Apply** pull down list.
3. Check the **Document Routing** area. The approver's name should be listed with the status matching the **Status to Apply**. The **Document Routing** area shows what has not yet occurred to the document.
4. Check any remarks entered in the **Document History** area on the Status page for prior comments made by approvers or reviewers. The **Document History** area shows what has already happened to the document.
5. Click on the **Document Summary** link, on the Document Processing Toolbar on the left side of the page, to return to the **Document Summary** page.

C. OTHER AUTHORIZATIONS DETAILS

1. The **Document Summary** page must be displayed to click on the **Other Authorizations Details** link located above and to the left of the Accounting Summary area. This is the only page the **Other Authorizations Detail** link is available on an authorization for the approver. The link is located in the middle of the detail links list.
2. Click the **Other Authorizations Details** link. The **Other Authorizations** page will be displayed.

NOTE

The Other Authorizations with a double asterisk indicate that additional information is required on the authorization.

*The Approver must open the **Remarks** page to view the additional information.*

Setup	Reports	Logout	Help	Document Preparation
User: Org Approver Traveler: PAM TRAVELER Authorization: 24-AP032602PPT Document Summary • Traveler • Itinerary • Ticketed Trans • Expenses • Lodging/M&IE • Accounting • Totals • Comments • Document Status • Perform Pre-Audits • Preview Document • Export Document • Close Document				Conference Allowance - Non NASA Contract Hotel ** COTR APPROVAL ** Driver or Pilot - ID passengers ** Excess Baggage ** Extended Foreign/Non-Foreign % ** Extended TDY FOREIGN TRAVEL AUTHORIZED Gov't Vehicle Authorized INVITATIONAL TRAVEL ** LABOR MANAGEMENT MEETING Leave or personal days taken ** LOA COST/LOA NO COST ** Lowest Price Contract Carrier Not Used** Military Personnel Lodging ** Military Personnel Meals ** Military Personnel Traveler ** Other 1 (additional area for comments) Other 2 (additional area for comments) Passenger - Identify Driver/Pilot ** PERMISSIVE TRAVEL Pers'l Pref: Commercial Transp. Pers'l Pref: Privately Owned Pers'l Pref: Rental Acquired POV Advantageous ** PRE-EMPLOYMENT INTERVIEW PROGRAMMATIC TRAVEL ** Registration Fee Entitlement ** Rental Car: Non-Economy ** RUSSIAN TRAVEL AUTHORIZED SOS Medvac ** Special Needs for Traveler/Attendant ** SPONSORED IN-KIND TRAVEL ** SPONSORED REIMBURSABLE TRAVEL ** Variations Authorized ** Vicinity Mileage Authorized
Other Authorizations on Current Authorization ✖ Taxi at TDY Authorized				

3. Check all other authorizations selected at the bottom of the page in the **Other Authorizations On Current Travel Authorization** area. These are the Other Authorizations that have been selected and need to be approved.
4. Select each Other Authorization that contains double asterisks (**) for the current document by clicking on the name of the Other Authorization in the **Other Authorizations on Current Travel Authorization** area.
5. The **Other Authorization Remarks** page will be displayed. The remarks are the justifications for other authorizations that the approver is required to view. Ensure that the remarks are correct. Enter any additional remarks as required.

The screenshot displays the 'Other Authorization Remarks' page. On the left is a sidebar with a 'User' section showing 'Org Approver' and 'Traveler: PAM TRAVELER'. Below this is a 'Document Summary' section with links for 'Traveler', 'Itinerary', 'Ticketed Trans', and 'Expenses'. The main content area is titled 'Other Authorization Remarks' and includes a 'Quick Tip' box stating 'Add or update remarks for the Other Authorization.' Below the tip is a section titled 'Taxi at TDY Authorized' with a 'Remarks' text area containing the text 'Taxi authorized from home to airport on day of departure.' In the top right corner, there is a section titled 'For this Document you can:' with two buttons: 'Save' (labeled 'Remarks') and 'Cancel' (labeled 'Changes').

6. Click the **Save** **Remarks** button, in the 'For this Document you can:' area in the top right, if changes were made or click the **Cancel** **Changes** button, in the 'For this Document you can:' area in the top right, to exit. The **Other Authorizations** page will be displayed again.

D. ITINERARY

1. Click on the **Itinerary** link, on the Document Processing Toolbar on the left side of the page, to view the trip itinerary.

Setup Reports Logout Help Document Preparation

User:
Org Approver
Traveler:
PAM TRAVELER
Authorization: 24-AP032602PPT

Document Summary
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Itinerary Information for 24-AP032602PPT

Quick Tip
The Begin Travel and End Travel fields must be completed before a per diem location can be added.
Remember to save your itinerary before continuing.

For this Document you can:
Save Itinerary
Back **Continue**

Trip Information

Travel Authorization Number 24-AP200008
Purpose TRAINING
Description 5 days TM Training in Montgomery, AL
Auth Date (mm/dd/yyyy) 07/30/2002
Type SINGLE
Trip No 1

Departure and Return Information

Begin Travel (mm/dd/yyyy) 03/26/2002
End Travel (mm/dd/yyyy) 03/30/2002
Depart RES: Residence, US
Return RES: Residence, US
Depart Selection RES: Residence, US
Return Selection RES: Residence, US
Trip Duration Multiple days
Comments Voucher due 5 days after completion of your trip. **Preset**

Per Diem Locations

☐ Replace ALL lodging and M&IE information on this document. **Add Location**

Edit/Delete	Arrival Date	Location	Departure Date
	03/26/02	MONTGOMERY, AL	03/30/02

2. Review the trip purpose, departure and return information, and per diem locations of the trip.

E. COMMENTS

1. The approver can also review comments. Click the **Comments** link, on the Document Processing Toolbar on the left side of the page, to display the **Comments** page.

The screenshot shows the 'Comments for 24-AP032602PPT' page. On the left, a navigation menu lists options like 'Document Summary', 'Traveler', 'Itinerary', 'Ticketed Trans', 'Expenses', 'Lodging/M&IE', 'Accounting', 'Totals', 'Comments' (highlighted), and 'Document Status'. The main area has a 'Comments' section with a text box containing 'Voucher due 5 days after completion of your trip.' A 'Quick Tip' box above it states: 'Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.' On the right, a panel titled 'For this Document you can:' contains buttons for 'Apply' (Preset Comments), 'Save' (Comments), 'Back', 'Continue', and 'Close' (without Saving Comments).

2. Click the **Close** **without Saving Comments** button, in the 'For this Document you can:' area in the top right, to exit from the **Comments** page.

NOTE

Clicking the Apply Preset Comments icon in the 'For this Document you can;' area will override any comments in the comments box. Recommend that it not be used.

F. TICKETED TRANSPORTATION

1. Click on the **Ticketed Trans** link, on the Document Processing Toolbar on the left side of the page, to review travel modes. The **Ticketed Transportation** page is displayed.

Setup Reports Logout Help Document Preparation

User: Org Approver
Traveler: PAM TRAVELER
Authorization: 24-AP032602PPT

Document Summary
Traveler
Itinerary
Ticketed Trans

Ticketed Transportation for Authorization 24-AP032602PPT

Quick Tip
To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Add Ticket
Back Continue

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
	See Itinerary 1	03/26/02	AIR	350.00	LAX	LAX			no

2. Click on the **Pencil icon** to view the detail information for the desired record. The **Update Ticket Information** page will be displayed. Be sure to check the departure dates for the transportation mode.

Setup Reports Logout Help Document Preparation

User: Org Approver
Traveler: PAM TRAVELER
Authorization: 24-AP032602PPT

Document Summary
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Update Ticket Information for 24-AP032602PPT

Quick Tip
To enter departure and arrival airports, click the Depart From and Arrive At lookup buttons.

Type: AIR Ticket Value: 350.00
Ticket No: See Itinerary 1 Description: COMMERCIAL AIR
Dep Date: 03/26/2002 Issue Date: Issue Date
Ticket Date: 07/30/2002
Update Ticket See Itinerary 1

Depart From: LAX Arrive At: LAX
Contract Fare: 0.00 Class: Class
Contract Carrier: Confirmation No: Confirmation No
Cost: 350.00

For this Document you can:
Use Foreign Calculator
Lookup Credit Card Expenses
Save Current Ticket
Close without Saving Updates

Cost Options
☒ Reimbursable
☐ Taxable
Expense Category: COM.CARRIER
Pmt Method: TRAVELER
Vendor: (None)

3. The **Cost Options** area is displayed in the lower right corner of the page.
4. Verify the **Pmt Method** for the traveler's status is correct.
5. If changes were made in the **Update Ticket Information** page, click the **Save** **Current Ticket** button in the 'For this Document you can:' area in the top right. The **Ticketed Transportation** page will be displayed.

G. EXPENSES

1. Click the **Expenses** link, on the Document Processing Toolbar on the left side of the page, to view the expenses.
2. The **Expense Entry** page will be displayed. Be sure to review the dates for each expense.

Expense Entry for 24-AP032602PPT

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 03/26/2002 (mm/dd/yyyy)

Expense Type

Expense Description TAXI

Miles Traveled

Rate

Selection

Rate

Cost 20.00

Comments Taxi from home to airport

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save | Current Expense
Done | Entering Expenses
Back | Continue

Copy Through Date

Cost Options

☒ Reimbursable
☐ Taxable

Expense Category TAXI/TIPS

Pmt Method TRAVELER

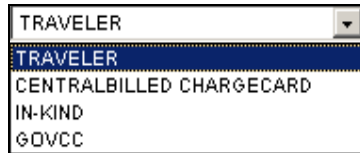
Vendor



Current Expenses

Action	Date	Expense	Amount
	03/26/2002	TAXI	20.00
			Total: 20.00

3. Check that all expenses are reasonable and allowed by regulation.
 - a. If an expense should be deleted, use the **Delete** icon beside the specific expense to remove it from the list.
 - b. Click on any **Pencil** icon beside the specific expense to view the detail information for the expense.
4. The **Cost Options** area will be displayed on the bottom right of the page for each expense.
 - a. Verify the **Pmt Method** for the traveler's status.

- b. **TRAVELER** is the default reimbursable payment type, in the **Pmt Method** pull down list.
- c. The **TRAVELER** payment method is reimbursable to the Traveler.
- d. If any other payment type is selected, the expense cost will not be reimbursable to the Traveler.



- 5. Click  **Current Expenses**, in the 'For this Document you can:' area in the top right, if changes were made or the  **Entering Expenses** button in the 'For this Document you can:' area in the top right.

H. LODGING/M&IE

- Click the **Lodging/M&IE** link, on the Document Processing Toolbar on the left side of the page, to view the costs associated with lodging and meals. The **Lodging/M&IE** page will be displayed. Review all expenses for each day.

Setup Reports Logout Help Document Preparation

User:
Org Approver
Traveler:
PAM TRAVELER
Authorization: 24-AP032602PPT


Lodging/M&IE for 24-AP032602PPT

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Reset All Lodging and M&IE expenses
Back Continue

Lodging/M&IE Data

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
03/26/02			61.00	61.00	28.50	61 / 38					
03/27/02			61.00	61.00	38.00	61 / 38					
03/28/02			61.00	61.00	38.00	61 / 38					
03/29/02			61.00	61.00	38.00	61 / 38					
03/30/02			0.00	0.00	28.50	61 / 38					

- If a value exists in any columns to the right of the **Per Diem Rate** column, modifications have been made to the Lodging and/or M&IE for that date.
 - A single asterisk (*) in the Special column indicates a lodging cost higher than per diem, annual leave used, or meals over the meal cost allocation.
 - The columns **B**, **L**, **D** represent Breakfast (B), Lunch (L), or Dinner (D). If there is an 'X' in the column then the meal was provided and the meal allocation will be reduced on the day indicated.
 - Conf %** indicates that there is a conference allowance and what the percentage is over per diem.
- Click on the **Pencil** icon  next to any date, to view the detail information for the selected date.

- The **Update Lodging and M&IE Expenses** page will be displayed.

- Review any expenses to verify costs from the **Update Lodging and M&IE Expenses** page.
- Review annual leave data to verify that DFRC's annual leave rule (1 day of leave per day of TDY) is adhered to.
- Click the **Close Without Saving Changes** button, in the 'For this Document you can:' area in the top right, to exit from the **Update Lodging and M&IE Expenses** page.

I. ACCOUNTING

1. Click the **Accounting** link, on the Document Processing Toolbar on the left side of the page, to review the accounting information. The **Available Accounting Codes** page will be displayed.

Available Accounting Codes for 24-AP032602PPT

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
 New Accounting Code

Enter Search Criteria
 Accounting Code:

Master Accounting Codes Click Accounting Label to add to Document

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
24-AP	24-AP2-09200000	0920000... 24. 2. 8. 00. AP. 000
24-AP	24-AP2-09225TRN	0920025. 03. . 24. 2. 7. 00. AP. TRN
24-AP	24-AP2-71035000	7103500... 24. 2. 8. 00. AP. 000

Accounting Codes for 24-AP032602PPT Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code	Allocate Cost
24-AP	24-AP2-09200000	0920000. 21. 0C. 2128. 24. 2. 8. 00. AP. 000	Extended	Allocate
24-AP	24-AP2-71035000	7103500. 2F. 1C. 3235. 24. 2. 8. 00. AP. 000	Extended	Allocate

Edit Delete

2. Review all accounting data to ensure proper funding.

Label 24-CC2-09200000
Organization 24-CC

Accounting Codes

UPN SYS SS	Program Code	0920000	Program Year	2	Single digit fiscal year
	Function		Fund Source	8	Fund Source (FS) Travel is always "6" or "8" Note: Training fees are always "5" or "7"
	Object Class		Meth of Auth	00	Meth of Auth (MA) "00" for baseline travel dollars, "9x" for reimbursable travel
	Reimbrs Code		Org Code	CC	Sponsoring Org (SO)
	Center ID	24	Part 10	000	Sub Rad (SRAD)
					Enter FC (Function Code) Note: Always "03" for training dollars

Enter OC (Object Class)
212X for UPN's 091/092
Otherwise, 211X or 213X for all other UPN/s

Dryden's center ID is 24

Enter the IC (Item Code) in the Reimbrs field.

J. TOTALS

1. Click the **Totals** link, on the Document Processing Toolbar on the left side of the page, to review total charges, itemized detail of expense categories charges, and any requested advance. The **Total Details** page will be displayed.

The screenshot shows the 'Total Details for 24-AP032602PPT' page. The left sidebar contains a navigation menu with 'Totals' selected. The main content area displays summary statistics: Total Estimated Expenses: 785.00, Computed Advance Authorized: 0.00, and Advance Requested: 0.00. Below this is a table titled 'Expense Category Details' with columns for Expense Category, Organization, Account Label, and Amount. The table lists five categories: COM.CARRIER, M&IE, TAXI/TIPS, LODGING, and M&IE, all associated with Organization 24-AP. To the right, a 'For this Document you can:' section contains a 'View Advances for Document' link and 'Back' and 'Continue' buttons.

Expense Category	Organization	Account Label	Amount
COM.CARRIER	24-AP	24-AP2-09200000	350.00
M&IE	24-AP	24-AP2-09200000	88.00
TAXI/TIPS	24-AP	24-AP2-09200000	20.00
LODGING	24-AP	24-AP2-71035000	244.00
M&IE	24-AP	24-AP2-71035000	83.00

2. If an advance has been requested, click the **View Advances for Document** link, in the 'For this Document you can:' area in the top right, to review the accounting data.
3. The **Advances** page will be displayed.

The screenshot shows the 'Advances for 24-AP032602PPT' page. The left sidebar remains the same. The main content area displays a 'Quick Tip' and a 'For this Document you can:' section with 'Add' and 'Close' buttons. Below is a table titled 'Advances for Current Document' with columns for Traveler, Date, Type, Amount, Organization, and Account. One advance is listed for Traveler 240-00-0055, dated 07/30/02, for a CHECK amount of 350.00, associated with Organization 24-AP and Account 24-AP2-09200000. A 'Close' button is visible in the top right corner of the page.

Traveler	Date	Type	Amount	Organization	Account
✂ ✕ 240-00-0055	07/30/02	CHECK	350.00	24-AP	24-AP2-09200000

4. Click the **Close** **Advances Screen** button, in the 'For this Document you can:' area in the top right, to exit the page.

K. PERFORM PRE-AUDITS

1. To run the Pre-Audits Results, click the **Perform Pre-Audit** link on the Document Processing Toolbar on the left side of the page. Look at all the audit processes with a 'FAIL' in the **Status** column.

The screenshot displays the 'Pre-Audit Results' page for document 24-AP032602PPT. The left sidebar contains a 'User' section with 'Org Approver: PAM TRAVELER' and 'Traveler: PAM TRAVELER'. Below this is a list of navigation links: 'Document Summary', 'Traveler', 'Itinerary', 'Ticketed Trans', 'Expenses', 'Lodging/M&IE', 'Accounting', 'Totals', 'Comments', 'Document Status', 'Perform Pre-Audits' (highlighted), 'Preview Document', 'Export Document', and 'Close Document'. The main content area has a title 'Pre-Audit Results for 24-AP032602PPT' and a 'Quick Tip' box. Below the tip, document details are listed: 'Document Name: 24-AP032602PPT', 'Type: Authorization', 'Traveler: TRAVELER, PAM', and 'Status: FAIL'. A table titled 'Pre-Audit Results' follows, with columns for 'Audit Process', 'Status', and 'Comments'. The table lists 18 audit processes, with 'CASH ADVANCES EXIST' marked as 'FAIL' and having a comment 'CASH ADVANCES EXIST'. In the top right corner, there is a 'For this Document you can:' section with buttons for 'Justify' and 'Close', both leading to 'Pre-Audit Results'.

Audit Process	Status	Comments
ACTUALS EXIST	PASS	
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	FAIL	CASH ADVANCES EXIST
CONFERENCE ALLOWANCE	PASS	
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
NON CONTRACT AIRFARE	PASS	

2. If any audit fails, the word 'FAIL' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the approver has checked the item. Click the **Close** Pre-Audit Results button, in the 'For this Document you can:' area in the top right, to exit the **Pre-Audit Results** page. The **Document Summary** page will be displayed.

L. DOCUMENT SUMMARY

1. To print a Document.
 - a. Click on the **Preview Document** link on the Document Processing Toolbar on the left side of the page.
 - b. The browser launches a new window to display the report.
 - c. Use the browser and/or reader **Print** button to print a paper copy of the travel document if desired.
 - d. Close the print preview window. The **Document Summary** page will still be displayed.
2. The **Document Status** area for stamping the document is located at the bottom of the **Document Summary** page.

Document Summary for Authorization 24-AP032602PPT

User:
Org Approver
Traveler: PAM TRAVELER
Authorization: 24-AP032602PPT

Document Summary

- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number 24-AP200008
[Traveler Details](#) 240-00-0055, PAM TRAVELER

Purpose Description 5 days TM Training in Montgomery, AL
[Itinerary Details](#) MONTGOMERY,AL 03/26/02 - 03/30/02
[Ticketed Trans Details](#) \$350.00

Expense Details
[Quick Expense](#)

Edit	Delete	Date	Expense	Amount
		03/26/2002	TAXI	20.00
				Total: 20.00

Lodging/M&IE Details \$415.00
[Other Authorizations Details](#) Taxi at TDY Authorized TRAVEL CASH ADVANCE

Accounting Details
Accounting Summary

Label	Amount
24-AP2-09200000	458.00
24-AP2-71035000	327.00
Total: 785.00	

Totals Details
Totals Summary

Disbursement Type	Amount
Estimated Cost	785.00
Advance Requested	350.00

[Enter Comments](#) Voucher due 5 days after completion of your trip.

[Document Status](#) **Document Status** Enter Status/PIN to stamp this document

☐ Stamp Without Adj

Stamp and Route

Document Status: ADJUSTED Awaiting: Org Approver

Status To Apply	Signature PIN	Remarks
APPROVED	<input type="text"/>	<input type="text"/>

3. If the document is approved, stamp the document using the default value.
4. If the document is disapproved, click on the **Status to Apply** pull down list and select “**RETURN**”. The document will be returned to the preparer for adjustments.



Definitions of the Status to Apply labels

Status to Apply Label	Definition	Used by
APPROVED	Final, traveler is authorized	Last Approver in routing list – Finance Office Only
CANCEL	Document is cancelled	Approver or Preparer
CTO APPROVED	CTO Approved	CTO Approver
CTO REVIEWED	CTO Reviewed	CTO Reviewer
DISBURSED	Email to traveler – expect reimbursement	Financial Office Only
MGT APPROVED	Approved by manager/designee	Organization’s Manager/Center Director or Designee
MGT REVIEWED	Reviewed by manager/designee	Organization’s Manager/Funds Manager or Designee
RETURN	Document needs additional information	Approver/Reviewer
REVIEWED	Conditional	Conditional Reviewers
SIGNED	Document ready to be routed	Preparer or Traveler

5. Enter the Signature PIN in the **Signature PIN** field.

6. Enter “**Approved**” or “**Disapproved**” with any additional comments in the **Remarks** field.
7. If **NO** adjustments have been made to the document, click the **Stamp Without Adj** check box to place a ‘√’ in the box. If adjustments were made to the document, leave the box unchecked.

NOTE

*If the **Stamp Without Adj** box is not checked when the document is stamped, adjustments are assumed, regardless if any changes have been made.*

*If the **Stamp Without Adj** box is checked when the document is stamped and adjustments were made, all changes will be erased.*

8. Click the Stamp and Route button under the **Document Status** area on the right side of the page. The **Pre-Audit Results** page will be displayed.

Setup Reports Logout Help
Document Preparation

User:

Org Approver

Traveler:

PAM TRAVELER

Pre-Audit Results for 24-AP032602PPT

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-AP032602PPT
Type: Authorization
Traveler: TRAVELER, PAM
Status: FAIL


Pre-Audit Results		
Audit Process	Status	Comments
ACTUALS EXIST	PASS	
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	FAIL	CASH ADVANCES EXIST
CONFERENCE ALLOWANCE	PASS	
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
NON CONTRACT AIRFARE	PASS	

For this Document you can:


Justify Pre-Audit Results

Continue Stamping the Document

Cancel Pre-Audit Results

9. Review the Pre-Audits. If any audit fails, the word 'FAIL' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the approver has checked the particular items that pertain to the document.
10. Click the  **Stamping the Document** button in the 'For this Document you can:' area in the top right. The document will be routed to the next approver.

NOTE

Click on the  button, in the 'For this Document you can:' area in the top right, if changes are necessary prior to signing. The document will not be signed and will not route to the next office. The document will remain in the Approver's queue.

11. If more documents reside in the review queue, click on the **Review Documents** link, on the Document Processing Toolbar on the left side of the page, and repeat the above steps.